

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, September 12, 2011 at the Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Perkins, Ravine, Ross, Wasserman,
Wengrow, and Vice-Chairperson Sargent.

Absent: Chairperson Stapleton (excused).

Also Present: Principal Librarian Operations Vinke and
Senior Librarian Van Vranken.

Due to the absence of Chairperson Stapleton, Vice-Chairperson Sargent led the meeting.

3. FLAG SALUTE

Commissioner Wengrow led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Wengrow seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. AUGUST 8, 2011 LIBRARY COMMISSION MEETING

MOTION: Commissioner Perkins moved for the approval of the August 8, 2011 Library Commission meeting minutes as presented. Commissioner Wasserman seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Stapleton).

Vice-Chairperson Sargent welcomed Torrance Youth Council members Ryan Hirano from North High School, Nicole Ludena from South High School, and Serena Tsay from CAMS. Commissioners and staff members took turns introducing themselves.

6. NEW BUSINESS

6A. SUMMER READING PROGRAM REPORT

Senior Librarian Van Vranken noted that her report on the 2011 Summer Reading Program was included in agenda materials. She was pleased to report that "One World, Many Stories" was an incredibly successful Summer Reading Program, with a 25.4% increase in participation system wide from last summer. She noted the 6.8% increase in circulation of juvenile books. She attributed the success of the Program to a new calendar/flyer design, "Save the Date" postcards, an article in the Torrance Tribune,

a "Spotlight in Torrance" segment on CitiCABLE, and a great theme and artwork from the Library Cooperative. She expressed her appreciation to the Commission for recognizing sponsors at the July 19, 2011 City Council meeting as well as to Friends of the Torrance Library for its financial support. She announced first grade outreach October 1-31, 2011 and distributed flyers for storytimes and after school programs.

Commissioner Wasserman congratulated her for a job well done.

Responding to Vice-Chairperson Sargent's inquiry, Senior Librarian Van Vranken stated that the Reading and Writing Partners programs are expected to resume in February or March 2012 after report cards come out.

6B. DISCUSS COMMISSION BUDGET

Principal Librarian Operations Vinke noted that Budget Performance Reports for the Library Commission for FY to June 30, 2011 and FY to August 9, 2011 were included in agenda packets. He stated that CLA attendance, the joint meeting with City Council, and the part-time staff recognition breakfast would need to come out of Account 5102 Out of Town Travel or 5106 Local Meetings and Expenses. It was determined that approximately \$2,723 is available and that there would be sufficient funds to cover the three events.

6C. CLA CONFERENCE ATTENDANCE

Principal Librarian Operations Vinke noted that registration information for the California Library Association Conference in Pasadena on November 11-13, 2011 was included in agenda materials. He relayed City Librarian Theyer's request that the Commission determine which Commissioners plan to attend and allocate an appropriate budget for registration.

Commissioners Ravine, Wengrow, and Vice-Chairperson Sargent indicated their interest in attending and it was noted that Chairperson Stapleton also planned to attend. Vice-Chairperson Sargent stated her intention to attend only on November 11, 2011.

Commissioner Wasserman recommended that Commissioners Ravine, Wengrow, and Chairperson Stapleton register for all three days at the early bird rate.

MOTION: Commissioner Ross, seconded by Commissioner Perkins, moved to approve attendance of four Commissioners at the November 11-13, 2011 California Library Association Conference and to allocate NTE \$700 from the Commission budget; a voice vote reflected unanimous approval (absent Chairperson Stapleton).

6D. FRIENDS OF THE TORRANCE LIBRARY UPDATE

No report.

6E. TORRANCE YOUTH COUNCIL

Serena Tsay reported that Youth Council committee have been formed and announced Youth Council Board elections at their next meeting.

Nicole Ludena shared information about a recent leadership workshop with the ATTIC Advisory Committee.

7. OLD BUSINESS

7A. REVISIT COMMISSION GOALS

Commissioner Wasserman reported that he contacted Hope Witkowsky regarding the best approach to develop visibility and provide Library information on CitiCABLE. He stated that she was already planning to do a segment on volunteering in the City on "Senior Scenes" that would include the Library. He relayed her suggestion to assign a Library Commissioner to work with her on the program.

MOTION: Commissioner Wasserman moved to authorize Commissioner Ravine and Chairperson Stapleton to represent the Library Commission and coordinate with Hope Witkowsky to promote the Library on CitiCABLE. Commissioner Ross seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Stapleton).

7B. JOINT MEETING WITH CITY COUNCIL

Principal Librarian Operations Vinke presented an agenda and sample menu for the October 25, 2011 joint meeting of the Library Commission and City Council.

MOTION: Commissioner Ross moved to approve a NTE \$300 budget for dinner, drinks, and arrangements for the October 25, 2011 joint meeting of the Library Commission and City Council. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Stapleton).

7C. LIBRARY COMMISSION ANNUAL REPORT

Commissioner Wengrow presented the Commission Annual Report for fiscal year July 1, 2010 to June 30, 2011, noting that City Librarian Theyer has approved it.

Commissioners expressed their appreciation to Commissioner Wengrow for her efforts and a job well done.

MOTION: Commissioner Wasserman moved to accept the Library Commission Annual Report for fiscal year July 1, 2010 to June 30, 2011 as submitted and to forward it to City Council. Commissioner Perkins seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Stapleton).

7D. COMMISSION OUTREACH

Commissioner Wasserman stated that he has the opportunity to speak with parents about Library programs at soccer games.

Commissioner Ravine informed Commissioners that he sent out the Library Calendar of Events to two HOAs.

Commissioner Wengrow stated that she enjoyed the Employee Variety Show on September 10, 2011.

Commissioner Perkins stated that she attended the first mosaic class at El Retiro Library, a concert at the Firehouse, and the memorial on September 11, 2011.

Vice-Chairperson Sargent stated that she enjoyed the Library's "Oral History, Documenting Your Life Stories" program as well as the Employee Variety Show on September 10, 2011.

Commissioners Ross, Wengrow, Perkins, and Sargent briefly discussed the August 24, 2011 Ethics Training.

8. COMMISSION LIAISON REPORTS

8A. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Perkins reported that she attended August 9 and August 23, 2011 Foundation meetings and that discussion centered on plans for "One City, One Book," centered on the book Unbroken for the Centennial celebration. She stated that they are planning a reception at Toyota Museum and to show a video about Louis Zamperini. She announced the next meeting on September 13, 2011.

8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

No report.

8C. EDUCATION AND SCHOOL RELATIONS

Commissioner Sargent reported that she and Commissioner Ross attended the dedication at Hull Middle School.

9. MONTHLY DIVISION REPORT

Principal Librarian Operations Vinke noted that the Monthly Division Report for August 2011 was included in agenda packets. He reported that he and Jan Wierzbicki were officially promoted to Principal Librarian positions as of August 28, 2011 and that recruiting has begun for the Youth Services Librarian and Senior Librarian positions. He stated that, even though the positions are budgeted for, they may not receive authorization to hire.

Vice-Chairperson Sargent received clarification from staff that there are presently six Senior Librarians and Commissioner Wasserman that no members of the public attended the August 8 Community Meeting regarding the North Torrance branch closure.

Responding to Commissioner Wasserman's inquiry regarding the Smart phone application, Principal Librarian Operations Vinke advised that the Library is working on paperwork for Apple, as they require each user to apply to become a licensed developer.

In response to Commissioner Ravine's inquiry, he stated that North Torrance Library closed on September 6 for the ADA and patio project, shelving was moved on September 12, and that opening is expected in December 2011.

Principal Librarian Operations Vinke was pleased to announce that the Library continues to add patrons to the constant contact e-mail list about programs and services.

10. ORAL COMMUNICATIONS

10A. Commissioner Ross requested excused absences for the October and November 2011 Commission meetings, adding that he would be able to attend the October 25, 2011 joint meeting with City Council.

MOTION: Commissioner Perkins moved to grant Commission Ross excused absences for the October 10, 2011 and November 2011 Library Commission meetings. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Stapleton).

10B. Commissioners Ravine and Perkins stated that they enjoyed the Library's August 20, 2011 "The Longevity Project" lecture.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the October 2011 Library Commission meeting agenda were listed and include: Friends, Foundation, Youth Council, SCLC, Education and School Relations, outreach reports, Commission goals, CitiCABLE update, joint meeting with City Council, CLA Conference, budget, and Adult Collection Development Policy.

12. ADJOURNMENT

MOTION: At 8:23 p.m., Commissioner Wengrow moved to adjourn the meeting to October 10, 2011 at Katy Geissert Civic Center Library, 3301 Torrance Boulevard, at 7:00 p.m. Commissioner Ravine seconded the motion and, hearing no objection, Vice-Chairperson Sargent so ordered.

Approved as Amended October 10, 2011 s/ Sue Herbers, City Clerk
